

OVER-THE-TARGET REQUESTS

Over the past three months DBM has reviewed projected State revenue for FY 2007 and FY 2008 and has carefully reviewed each of the agency budgets to determine base funding needs. Adjustments have been made for annualization of prior commitments and salary increments. Other items that are added to the base are the mandatory requirements of the education formulas and the entitlement programs for Maryland's poorest citizens. The other mandatory requirements in statute have also been taken into account.

DBM discourages the submission of FY 2008 over-the-target requests that are not included in the Governor's initiatives or needed to implement legislation. Agencies should first attempt to identify areas within their own budgets where efficiencies might occur that could then free up funding for unfunded requests. Agencies are strongly encouraged to pursue interagency collaborations and other innovative proposals. Prior to submitting over-the-target requests, agencies must ensure that:

- ✓ Any unfunded requests support the "Five Pillars" of the Ehrlich-Steele Administration;
- ✓ All over-the-target requests are supported by strategic goals and objectives, and effective strategies that produce measurable outcomes; and
- ✓ Requests are not related to new programs.

Prior to submitting a formal over-the-target request, an agency should consult with its DBM Budget Analyst about the needs being addressed and the strategy proposed; this allows the agency and DBM to better prepare for the budget process. Submissions of unrealistic requests misuse the time and effort of agency staff, DBM staff, and the Governor and his staff. Over-the-target requests will be put on a list with the other requests from other departments and agencies. All requests will be considered together, rather than on an agency-by-agency basis. Each request will compete with the requests from other State agencies; priority will be given to funding of activities necessary to continue essential, current operations.

Requests must be submitted in priority order to the Department of Budget and Management in triplicate using a DBM-DA-21 form, Part 1 (narrative) and Part 2 (numbers). Over-the-target requests must be submitted at the same time as the FY 2008 budget request submission. **Do not include funding above the target in the budget request.**

DBM-DA-21 PART 1

FISCAL YEAR 2008 OVER THE TARGET REQUEST

TITLE/DESCRIPTION: *Include the unit code, a short title, no more than one paragraph description of the request, and the appropriate Governor's pillar.*

FINANCIAL/PERSONNEL SUMMARY:

General Fund: Amount \$	_____	Positions: _____	FT _____	PT _____	Contractuals _____
Special Fund: Amount \$	_____	Positions: _____	FT _____	PT _____	Contractuals _____
Federal Fund: Amount \$	_____	Positions: _____	FT _____	PT _____	Contractuals _____
Reimb Fund: Amount \$	_____	Positions: _____	FT _____	PT _____	Contractuals _____
Total Funds: Amount \$	_____	Positions: _____	FT _____	PT _____	Contractuals _____

A. TYPE OF REQUEST:

New Program _____ Expand Existing Service _____ Restore Service _____ New Facility _____ Other _____

B. REASON FOR REQUEST: *Indicate the basis for the request (e.g. enact approved legislation, Governor's Initiative, constituent request, completion of facility construction, implementation of multi-year plan, etc.)*

Be specific. For legislation, provide specific section of code; which constituent groups are making request; which facility is completed or to be completed and projected date of completion; cite multi-year plan and provide copy with budget submission.

C. ALTERNATIVES CONSIDERED: *Provide documentation of the problem or issue and indicate alternatives considered, to include doing nothing, and the reasons why the alternatives were not selected.*

D. JUSTIFICATION FOR THE REQUEST: *Indicate the alternative selected and provide justification for the selection. This section must refer to the current Management for Results measure(s) impacted; the projected incremental impact on the measure(s); and provide an explanation of the impact. For requests that do not relate to a current MFR, include a measure or measures to show results of the request. **The measures must show the specific outcomes to be achieved. All positions requested must be documented.***

Performance Measure	FY 2007 <u>Appropriation</u>	FY 2008 <u>Target</u>	FY 2009 <u>Target</u>	FY 2010 <u>Target</u>	FY 2011 <u>Target</u>	FY 2012 <u>Target</u>
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E. FISCAL IMPACT: *Using the Excel spreadsheet provided (Part 2), show the incremental increase to implement the request. Include information for all the fiscal years listed on the spreadsheet. Document the need for new positions and operating expense funds based upon outcomes included in the JUSTIFICATION. For FY 2009 and beyond, take out one-time costs shown in FY 2008.*

Form No. DBM-DA-21, Part 2 (revised 5/06)							Priority Number:						
FISCAL YEAR 2008													
DETAILED FUNDING REQUEST													
TITLE OF REQUEST: <u>Project XYZ</u>							PLEASE EXPAND THIS FORM TO INCLUDE THE ENTIRE REQUEST						
EXPENDITURES													
						Number Of	FY 2007	FY 2008 IN BASE	FY 2008 OVER TARGET	FY 2009 OVER TARGET	FY 2010 OVER TARGET	FY 2011 OVER TARGET	FY 2012 OVER TARGET
	<u>program</u>	<u>object</u>	<u>sub-program</u>	<u>sub-object</u>	<u>Position Classification</u>	<u>Positions</u>	<u>Appropriation</u>	<u>In CSB Base</u>	<u>Request</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
					0101 class 0xxx	4			100,000				
					0101 class 0yyy	5			156,378				
					<u>Rates</u>								
	Total Positions & Salaries					9	0	0	256,378	0	0	0	
	<u>program</u>	<u>object</u>	<u>sub-program</u>	<u>sub-object</u>	<u>sub-object title</u>								
					<u>Rates</u>								
	04	01	xx55	0151	Social Security	7.50%			19,613				
	04	01	xx55	0152	Health Insurance	\$6,500 each			7,799				
	04	01	xx55	0154	Retiree Health Insurance	34% of 0152			2,730				
	04	01	xx55	0161	Employee Retirement	4.83%			14,767				
	04	01	xx55	0174	Unemployment	0.22%			846				
	04	01	xx55		Subtotal Benefits		0	0	45,755	0	0	0	
	04	01	xx55	0189	Turnover (25% 1st yr then agency rate)	25%	0		(12,085)	0	0	0	
	TOTAL SALARIES & BENEFITS						0	0	290,048	0	0	0	
	<u>program</u>	<u>object</u>	<u>sub-program</u>	<u>sub-object</u>	<u>sub-object title</u>	<u>Rates</u>							
Item 1	04	02	xx55	0213	SOCIAL SECURITY CONTRIBUTION				39,586				
Item 2	04	02	xx55	0214	UNEMPLOYMENT COMPENSATION				1,708				
Item 3	04	02	xx55	0220	SPECIAL PAYMENT PAYROLL				517,469				
Item 3	04	03	xx55	0301	POSTAGE				3,260				
Item 4	04	03	xx55	0302	TELEPHONE				7,321				
Item 5	04	04	xx55	0401	IN-STATE ROUTINE				2,150				
Item 6	04	04	xx55	0404	OUT-STATE CONFERENCE/SEMINAR				10,600				
Item 7	04	08	xx55	0804	PRINTING & REPRODUCTION				1,050				
Item 8	04	08	xx55	0808	EQUIPMENT RENTAL				4,300				
Item 9	04	08	xx55	0811	FOOD SERVICE				217,322				
Item 10	04	08	xx55	0899	OTHER CONTRACTUAL SERVICES				209,545				
Item 11	04	09	xx55	0902	OFFICE SUPPLIES				13,200				
Item 12	04	11	xx55	1107	EDUCATIONAL EQUIPMENT				43,500				
Item 13	04	11	xx55	1115	OFFICE EQUIPMENT				5,600				
Item 14	04	12	xx55	1299	OTHER GRANTS & SUBSIDIES				130,251				
Item 15	04	13	xx55	1304	SUBSCRIPTION				1,890				
Item 16	04	13	xx55	1305	ASSOCIATION DUES				1,200				
SUBTOTAL OPERATING EXPENSES							-	-	1,209,952	-	-	-	-
TOTAL ESTIMATED EXPENDITURES							-	-	1,500,000	-	-	-	-
REVENUE													
General Funds									1,500,000				
Special Funds													
Federal Funds													
Reimbursable Funds													
TOTAL FUNDING REQUEST							0	0	1,500,000	0	0	0	0